

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN
2, RAFI MARG, NEW DELHI – 110 001**

Tender No: 25-4(51)/2005-USD

Dated: 31 July 2007

Empanelment of Exhibition Agencies for Exhibition Related Work

CSIR is one of the largest publicly funded organizations in the world. It has a network of 37 laboratories and their field centers spread across the country. True to its spirit, CSIR has been making extensive efforts to ensure appropriate utilization of its technologies and products for the welfare of common people. In this regard, CSIR regularly participates in several national and international exhibitions. CSIR wants to empanel specialized exhibition agencies for help in the preparation of exhibition material, fabrication of CSIR pavilion and provision of related logistics, etc.

CSIR invites 'sealed tenders' on 2 bid system basis for the following jobs from reputed exhibition agencies only (advertising agencies need not apply):

Tender No. date	Name of Work	Estimated budget for exhibition	Initial period of contract	No. of Agencies to be Empanelled	Bid security (EMD) in INR
25-4(51)/2005-USD dated	Empanelment of exhibition agencies for exhibition related work	About 25 lakh (May vary either way depending on the requirement)	12 months	5	50,000/-

The complete set of bidding document may be purchased from the office of Head, Unit for Science Dissemination at the above address on any working day during office hours on payment of a non-refundable and non-transferable fee of Rs. 500/- in the form of a Demand Draft/Pay order drawn in favour of Joint Secretary (Admn.), CSIR, payable at New Delhi. Alternatively, the bidding documents can be downloaded from the CSIR website: www.csir.res.in in which case the technical bid may accompany the cost of the bidding documents. The last date and time for submission of bids at the above address is - 31/08/2007 positively by 1500 hours. The technical bids would be opened on the

same day at 1530 hours. The agencies may like to send their representative to be present at the time of opening tender. CSIR reserves the right to accept or reject any or all tenders either in part or in full or to split the order without assigning any reasons therefore. All legal disputes arising out of the tender/job shall be subject to the jurisdiction of the court of Delhi only.

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(TENDER DOCUMENT)

Empanelment of Exhibition Agencies for Exhibition Related Work

CSIR is one of the largest publicly funded organizations in the world. It has a network of 37 laboratories and their field centers spread across the country. True to its spirit, CSIR has been making extensive efforts to ensure appropriate utilization of its technologies and products for the welfare of common people. In this regard, CSIR regularly participates in several national and international exhibitions and some time at a very short notice. CSIR wants to empanel five specialized exhibition agencies for help in the preparation of exhibition material in the form of different kinds of posters by way of digital printing, backdrops, murals, dioramas, models etc., and execution of other exhibition related work including fabrication of CSIR pavilion and provision of related logistics; supply of specialized display equipment of international standards etc.

Eligibility Criteria

1. This invitation for bids is open for exhibition agencies only (Advertising agencies need not apply).

2. A minimum of five outstanding exhibition jobs undertaken during the last three years, each exceeding the value of rupees five lakhs alongwith documentary evidence.
3. Annual turnover of minimum of rupees 50 lakh for exhibition related jobs during the last three financial years i.e. 2004-2005, 2005-2006, 2006-2007 (the turnover is to be supported by balance sheets of accounts, duly certified by the chartered Accountant).

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4. Bid security – The bidder shall furnish, as part of its technical bid, a bid security (EMD) for an amount of Rs. 50,000/- (Rupees Fifty Thousand only) by Demand Draft/Pay order drawn in favor of Joint Secretary (Admn.) CSIR and payable at New Delhi, as specified in the Invitation for Bids.
5. The bidder shall have relevant infrastructure in-house, including design studio, modules of fabrication structure of reputed make sufficient enough for built up space area of minimum of 1000 sq.m. and digital printing facilities. This would be subject to inspection by the CSIR.

Methodology for empanelling the exhibition agencies

1. “Technical Bids” submitted by agencies would be examined by the special committee established by CSIR, and the committee will shortlist the agencies on the basis of technical evaluation of the condition mentioned in the eligibility criteria.
2. “Financial Bids” will be opened only of those agencies who will be shortlisted by the committee found responsive. The shortlisted agencies will be informed date and time of opening of the financial bids. The participating agencies may like to send their representatives to be present at the time of opening of Financial Bids.
3. There are two types of pavilion mentioned in the Tender specifications. One is “Normal Pavilion” and second “Designer Pavilion”

There are nine (1-ix) items in Normal pavilion and all the agencies have to mandaterily quote their rates for all (1-ix) items, keeping in view all the elements and provisions of services specified in Annexure-I. The agencies who have not quoted for all the nine items shall be summarily rejected.

4. The lowest rate of each of the nine items in Normal Pavilion will be counter offered to all the responding agencies. The agencies will be finally empanelled only after receiving the acceptance of the price offered by CSIR. The bids of the agencies who have not agreed to the price offered by CSIR shall be summarily ignored and their EMD refunded.

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Award Criteria of Jobs to empanelled exhibition agencies

Normal Pavilion:

All the five empanelled agencies will be asked to submit design for a particular event both for the pavilion as also the photo panels. The job of a particular event will be awarded on competitive basis to an empanelled agency whose designs (Normal Pavilion or Panels) would get approved by CSIR, whose decision would be firm and final.

Designer Pavilion:

The designer pavilion would be created in the events of extreme importance/relevance to CSIR for fabricating a showcase, competitive amongst the competing the PSU/MNCs, participating in the same event. In such events, CSIR would hire more space and fabricate a pavilion based on a designer concept using a variety of modular inputs (other than the normal octonorm used for normal stalls) for achieving the desired objectives.

Since each designer pavilion for different themes would be different based on different specifications. These will be fabricated by calling limited tenders from the exhibition agencies already empanelled with CSIR for fabricating normal pavilions.

The job allocation of Designer Pavilion would be made on competitive basis based on the design submitted by the empanelled agencies and also the lowest rate quoted by them for each design, as per specification given for the particular events.

Note: Mere empanelment with CSIR would not entitle the agencies the right to get the exhibition related jobs, as all such jobs would be allocated only on competitive basis to an agency whose designs (Normal pavilion/Designer Pavilion or panels) would get approved by CSIR, whose decision would be firm and final.

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Submission, Sealing and Marking of Bids

CSIR invites “Sealed Tenders” from reputed exhibition agencies in two envelopes on “Technical Bid” and the other “Financial Bid”

- I. “Technical Bid” must contain the following details:
 - 1.) Documents in support of the bidder being an exhibition agency.
 - 2.) Details of Outstanding jobs 5 (nos.) under take during last three years, each exceeding the value of rupees 5 lakh, along with documentary evidence.
 - 3.) A copy of the balance sheet of the Annual Turnover of the agency for three years i.e. 2004-2005, 2005-2006, 2006-2007 establishing the annual turnover: (The agencies may furnish provisional balance sheet duly certified by CA, for the year 2006-2007, if final balance sheet is not available.
 - 4.) Bid security (EMD) for an amount of Rs. 50,000/- as specified in eligibility criteria.
 - 5.) Details of relevant infrastructure in-house, including design studio, modules of fabrication structure of reputed make sufficient enough for built up area of minimum of 1000 sq.m. and digital printing facilities.

II. “Financial Bid” must contain the financial quotation as per the Tender specifications.

- 1.) The conditional tender quotation in financial bids shall not be accepted- only one basic rate must be specified against each item and no range of price shall be accepted.
- 2.) The bidder shall seal the “Technical Bid” and “Financial Bid” in two separate envelopes duly marked as “Technical Bid” and “Financial Bid”. Both envelopes shall then be sealed in one outer envelop. All the three envelopes shall be addressed to the Joint Secretary (Admn.), CSIR as indicated in tender invitation.

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Deadline for submission of Bids:

Bids must be received at Joint Secretary (Admn.), CSIR, Anusandhan Bhavan, 2, Rafi Marg, New Delhi – 110001 on 31/08/2007 not later than 1500 hrs. The participating agencies may like to send their representative to be present at the time of opening tenders as the “Technical Bids”, which would be opened on the same day at 1530 hours.

Late Bids: Any bids received after the dead line for submission of bids as prescribed will be rejected.

Refund of EMD: The EMD deposited by the agencies at the time of empanelment shall be refunded within one month after the expiry of the empanelment period.

Period of Empanelment:

The empanelment of the agencies shall be initially for a period one year. This may be extended for another one year subject to satisfactory performance of the empanelled agencies.

Cost of Bidding Documents:

Interested eligible bidders may purchase the bidding documents on payment of the cost of bidding documents, Rs. 500/- (Rupees Five Hundred only) as indicated in the invitation for bids/NIT or alternatively, the bidding documents can be download from CSIR website: www.csir.res.in as indicated in the invitation for bids/NIT, in which case the technical bid may accompany the cost of the bidding documents.

AGREEMENT

THIS AGREEMENT MADE AT NEW DELHI on this ----- BETWEEN the COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH, a society registered under the Societies Registration Act, 1860 having its office at 2, Rafi Marg, New Delhi (hereinafter referred to as the COUNCIL) of the one part and -----, (hereinafter referred to as Agency) of the other part.

The expression “COUNCIL” and “AGENCY” shall include their successors, administrators and lawful assignees wherever the context of the express so requires. WHEREAS the COUNCIL is desirous of giving the work contract to the AGENCY for services in the area of exhibition and digital printing and the Agency has offered to provide such services on the terms and conditions hereinafter stated.

Whereby the parties hereto agree as follows:-

1. That the contract shall remain in force for one year, which can be terminated by giving one month notice in writing on either side.
2. That the AGENCY shall be responsible for fabrication of stall on hire basis, supply of equipment on hire basis, digital printing and other related jobs for the COUNCIL.
3. That the AGENCY shall charge the rates as given in Annexure-I (including elements & services to be provided as a part of CSIR pavilion to be mounted by the agency). The payment would be made after the completion of the event.
4. That the AGENCY shall be wholly responsible for compliance of various statues and labour laws. The COUNCIL will not accept any liability on account of loss and damage caused to it, if any, by way of accident or otherwise.
5. That the disputes between the parties arising out of this agreement or in relation thereto or regarding the interpretation of this Agreement shall be referred to an arbitrator appointed by the Director-General, CSIR, under the provisions of Indian Arbitration and Conciliation Act, 1996 and the rules made hereunder and any

modification thereof for the time being in force, shall be deemed to apply to the arbitration proceedings.

6. That the award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred to is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director-General, CSIR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this Agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
7. That the expression Director-General, CSIR shall mean and include an acting/officiating Director-General, CSIR.
8. That the venue of the arbitration shall be at Delhi.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE signed these presents on the date, month and year first above written.

For and on behalf of
Council of Scientific & Industrial Research
Anusandhan Bhavan, 2, Rafi Marg,
New Delhi – 110 001

Dy. Secretary (General) -----

Countersigned

Finance & Accounts Officer (Audit) -----

For and on behalf of

WITNESS:

1. -----

2. -----

Mounting of State-of-Art Exhibition on Turnkey Basis & other related jobs

TENDER SPECIFICATIONS

Sl. No.	Item for Normal Pavilion	Rate (in Rupees)
I	Design, Fabrication and Maintenance of CSIR Pavilion on turnkey and hire basis containing all elements and provision of services specified in Annexure – I	
A.	Quote for stalls (Per sq. m) (using Syma/octonorm system) with area of: In Delhi a. Up to 50 sq. m b. 51 to 100 sq. m c. 101 and above sq. m In other cities a. Up to 50 sq. m b. 51 to 100 sq. m c. 101 and above sq. m Repeat Stall (Delhi) a. Up to 50 sq. m b. 51 to 100 sq. m c. 101 and above sq. m Repeat Stall (Other cities) a. Up to 50 sq. m b. 51 to 100 sq. m c. 101 and above sq. m	
B.	Quote for stalls (Per sq. m) (using modern international modular system of Skyline/Nimlok or equivalent make) with area of:	

	<p>In Delhi</p> <p>a. Up to 50 sq. m b. 51 to 100 sq. m c. 101 and above sq. m</p> <p>In other cities</p> <p>a. Up to 50 sq. m b. 51 to 100 sq. m c. 101 and above sq. m</p> <p>Repeat Stall (Delhi)</p> <p>a. Up to 50 sq. m b. 51 to 100 sq. m c. 101 and above sq. m</p> <p>Repeat Stall (Other cities)</p> <p>a. Up to 50 sq. m b. 51 to 100 sq. m c. 101 and above sq. m</p> <p>In other countries</p> <p>a. Up to 50 sq. m b. 51 to 100 sq. m c. 101 and above sq. m</p>	
II	Cost of fabrication of water-proof superstructure on hire basis, preferably extruded aluminium profiles (Per sq. m)	
III	<p>Supply of collapsible, modular, portable display system of international standards, preferably of the make – Syma, Octonorm, Skyline, Nimlok, or Abex.</p> <p>(Please give maximum discount that would be offered by you over MRP for each product)</p>	
IV	<p>Other Display Equipment (Please quote hire rate per day basis)</p> <p>A. Plasma wall for audio-visual, multimedia presentations, on hire basis (Per unit).</p>	

	<p>B. Interactive kiosk (21” flat screen TFT LCD monitor, touch screen), on hire basis (Per unit). Design and hardware to be provided.</p> <p>C. Computer, printer, scanner and other accessories, on hire basis.</p> <p>D. TV/Video/DVD projection system, on hire basis.</p> <p>E. Rotoglow: Electricity-operated revolving type glow sign display having three or more side display of relevant photos as per theme and subject of exhibition on translites/digital prints duly laminated and mounted on 3 mm polycarbonate sheet fitted in wooden or metallic frames.</p>	
<p>V</p>	<p>Digital Printing (High quality)</p> <p>A. Cost of designing of posters for final digital printing (Per sq feet basis)</p> <p>B. Cost of digital printing on (Per sq feet basis)</p> <ul style="list-style-type: none"> a. Vinyl b. Matte adhesive paper c. High glossy paper d. Flex e. Backlit media f. Cotton <p>C. Lamination and mounting of digital prints on: (Per sq feet basis)</p> <ul style="list-style-type: none"> a. 2 mm polycarbonate sheets b. 3 mm polycarbonate sheets c. 2 mm sun board d. 3 mm sun board e. Vinyl (PVDC) <p>D. Fixing of Backlit Media and framing in concealed box with lighting arrangement (Per sq feet basis)</p> <p>E. Cost of processing: (Per scanning/image)</p>	

	<ul style="list-style-type: none"> a. High-resolution drum scanning. b. Original artwork reproduction. 	
VI	<p>Cost of preparation and mounting of Murals (As per the advised design) (Per sq feet basis)</p> <ul style="list-style-type: none"> A. Flat painting with three-dimensional finish B. Two-dimensional (relief type) made up of ply board, paper masshey/PoP/fibre glass or any other material 	
VII	<p>Dioramma (As per the advised design) (Cost per sq ft base area x per ft height)</p> <p>Creating a live scene in 3-D, depicting the relevant theme of the exhibition. The rates will be inclusive of material used, designing, planning, basic armature, painting and pop fabrication, light, sound or any other fittings</p>	
VIII	<p>Models/Flow Charts – Two dimensional (As per the advised design) (Cost per sq ft base area x per ft height)</p> <ul style="list-style-type: none"> A. Working/operational models B. To the scale miniature models/ prototypes C. Static model 	
IX	<p>Backdrops (Cost per sq ft)</p> <p>Including:</p> <ul style="list-style-type: none"> a. Multicolour design and/or thermocol b. Fine quality opaque matte cloth, mounted on steel frame c. Machine cutting leading to sharp-edged letterings/designs 	
X. Designer Pavilion		

One designer pavilion would be created in the events of extreme importance/relevance to CSIR for achieving a competitive showcase amongst the competing the PSU/MNCs, participating in the same event. In such events, CSIR would hire more space and fabricate a pavilion based on a designer concept using a variety of modular inputs (other than the normal octonorm used for normal stalls) for achieving the desired objectives.

The job allocation of Designer Pavilion would be made on competitive basis based on the design submitted by the empanelled exhibition agencies with CSIR. As per the specifications that would be necessary for the important events which would vary from event to event.

The job will be allocated to the agency thus identified on turnkey basis including the jobs pertaining to fabrication of pavilion, digital printing, hiring of display and communication equipment and other support services.

Since each designer pavilion for different themes would be different based on different specifications, these will be fabricated by calling limited tenders from the exhibition agencies empanelled with CSIR for fabricating normal pavilions.

Annexure - I

Elements & Services to be provided as a part of CSIR Pavilion Mounted by the Agencies

Sl. No.	Item
1.	Concept & design: In drawing form depending on the theme of the exhibition, as per the space (in sq. meter) including the three-dimensional prospective design.
2.	Partition Wall: Wall paneling with wooden frame with one side/both side laminated ply (6 mm thick) panels (Finish as per design) up to standard height of 8' (Formica or equivalent).
3.	Logo: Providing and fixing of company's name and logo in 600 dpi resolution with back/front lighting in self-adhesive vinyl cut stickers and translites on 3 mm polycarbonate sheet with UV protection layer, wherever required
4.	Raised Platform: Flooring of raised platform 4" high with 3" X 1 1/2" section

	wooden framework of 2' X 2' grid surfaced with 19 mm particle or ply board.
5.	Carpet: Covering of the platform with non-woven synthetic carpet (Unitex or equivalent) with under laying, complete in all respects (in specified colour) – sample to be approved.
6.	Elements: Two-four (nos.) elements to highlight the pavilion (i.e. Pillars, back wall – 10' X 12' height and can go up to 16' height), depending on the permission given by the organizer and the space available.
7.	Truss Structure: Mild steel truss structure duly painted as a highlighting element, which can also be used for fixing mercury lights, halogens, or any other lights if required to illuminate and highlight the pavilion and hanging of silken or satin cloth with written slogans or plan.
8.	Facia: Suitable facia (tentatively 16' wide x 12' height with entrance space of a minimum of 8' wide) depicting the theme of the exhibition, fabricated on 8 mm water-proof laminated plywood fixed on 2"x2" wooden frame to be finished on both side.
9.	Furniture (Wooden/PVC): One reception table and two chairs. One discussion table (round) with four chairs every 50/100 sq. meter (at least one even if area is less than 50 sq. meter)
10.	Counters/Podia: One laminated wooden lockable podium/counter per 9.0 sq. meter with 2 chairs and one waste paper basket.
11.	Electrification and Lighting: Focus light on each display panel; general lighting with tubelight, mercury lamps, etc., and one emergency light per 10 sq. m. Pedestal fans and desert coolers as per requirement. Plug points to be provided wherever required for both light and power connection, complete in all respect including wiring.
12.	Decoration of Stall: Artificial/natural potted plants with PVC potter (5 big plants and 10 small/medium plants every 10 sq. m space), to be maintained and watered regularly.
13.	Services: <ul style="list-style-type: none"> ○ General cleaning of the exhibits, stall, etc. ○ Dustbin cleaning ○ Security service (round the clock with adequate number of guards) ○ Specialized usher/volunteer (1 no.) during the visiting hours. ○ One attendant during the entire visiting hours

<p>14.</p>	<ul style="list-style-type: none"> ○ Fire extinguisher ○ Maintenance of electrical devices, points, lights, etc. ○ Arrangements for drinking water ○ Providing flower vase on reception and discussion table with a provision for fresh flowers every day ○ Flower bouquet (3 nos.) on the inaugural day ○ Any other service/product related to exhibition, requirement. <p>Public address system: With 2 microphones and suitable number of speakers (complete system with the facility of announcement and playing of music).</p>
	<p>Things to Note:</p> <ol style="list-style-type: none"> 1. The above provisions and services are mandatory and must be provided as a part of turnkey job of maintaining CSIR Pavilion in all sizes and should be taken into consideration while quoting rates for all parameters in points 1A and 1B, in the Tender Specifications. 2. The above scope also includes installation and dismantling of exhibits. 3. Mere empanelment with CSIR would not entitle the agencies the right to get the exhibition related jobs as all such jobs would be allocated only on competitive basis to an agency whose designs (Normal pavilion or panels) would get approved by CSIR, whose decision would be full and final.